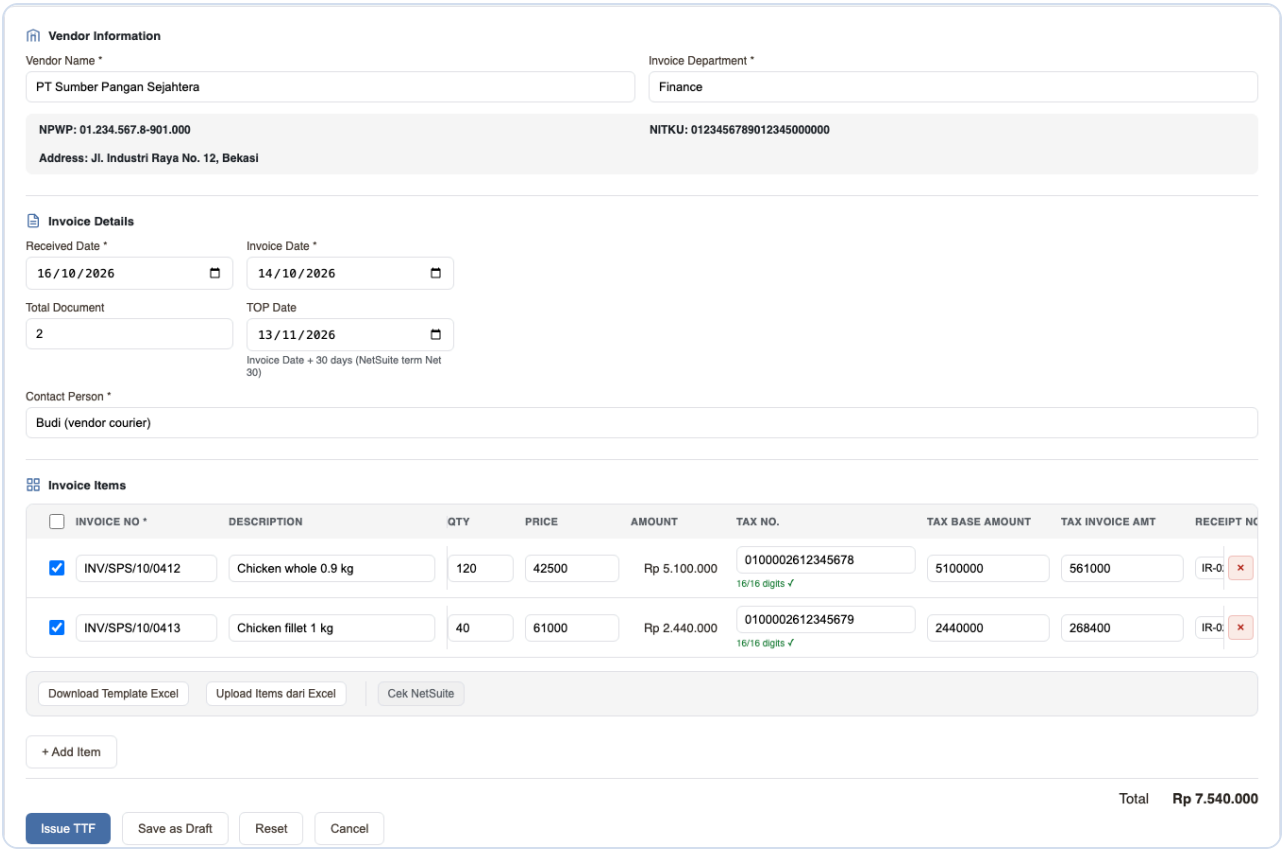
TTF & sending to a department

A **TTF** (Tanda Terima Faktur) records a vendor invoice that was received. It has a **status** (where it is in the invoice process) and a **document position** (which department and person holds it). The two are separate: sending a TTF to a department does not change its status.

1. Create a TTF (TTF - New)

1. **Vendor Name**: pick the vendor; NPWP, NITKU and address come from Vendor Master (correct them there if wrong). Choose the **Invoice Department**.
2. **Received Date** (today by default), **Invoice Date**, **Total Document** (number of physical documents) and **Contact Person** (who delivered it). **TOP Date** fills itself from the vendor's NetSuite payment term; you can overwrite it (a corrected date shows ✎ in the list).
3. **Invoice Items**: one line per invoice with **Invoice No** (required), Description, Qty, Price, Tax No. (up to 17 digits, a counter shows under the box), Tax Base Amount, Tax Invoice Amt, Receipt No, PR No, PO No, Vendor Bill No and Kwitansi. For many lines use **Download Template Excel** and **Upload Items dari Excel**; the lines are added to the table so you can still check them.
4. **Cek NetSuite**: tick lines that have a Receipt No and click it; Finata looks up the NetSuite Item Receipt and fills PO No, PR No and Vendor Bill No. The result shows per line in the Status column.
5. Click **Issue TTF** (status New, or Billed if every line has a Vendor Bill No) or **Save as Draft**. After issuing you can **Print TTF** or start a **+ New TTF**.



TTF - New: vendor, invoice details and two invoice lines (sample data)

2. Other ways a TTF is created

- **Import from Excel** (TTF - List): click **Download Template**. Sheet **Header** has one row per TTF: TTF Ref, Vendor Name, Invoice Department, Received Date, Invoice Date (YYYY-MM-DD), Total Document, Submitted By Name. Sheet **Items** has the invoice lines: TTF Ref, Invoice No, Description, Qty, Price, Item Receipt No, PR No, PO No, Vendor Bill No, Kwitansi, No Faktur, Nilai Faktur, Tax Invoice Amt. **TTF Ref** (any label, e.g. TTF-1) links the two sheets. Each TTF is checked like a manual one; the result lists which TTF Refs failed and why. Remove the rows that succeeded before uploading the file again.
- **Vendor portal**: the vendor uploads the invoice and Finata creates a **Draft** TTF for the cashier queue. Open it, complete it and click **Submit** (status New).

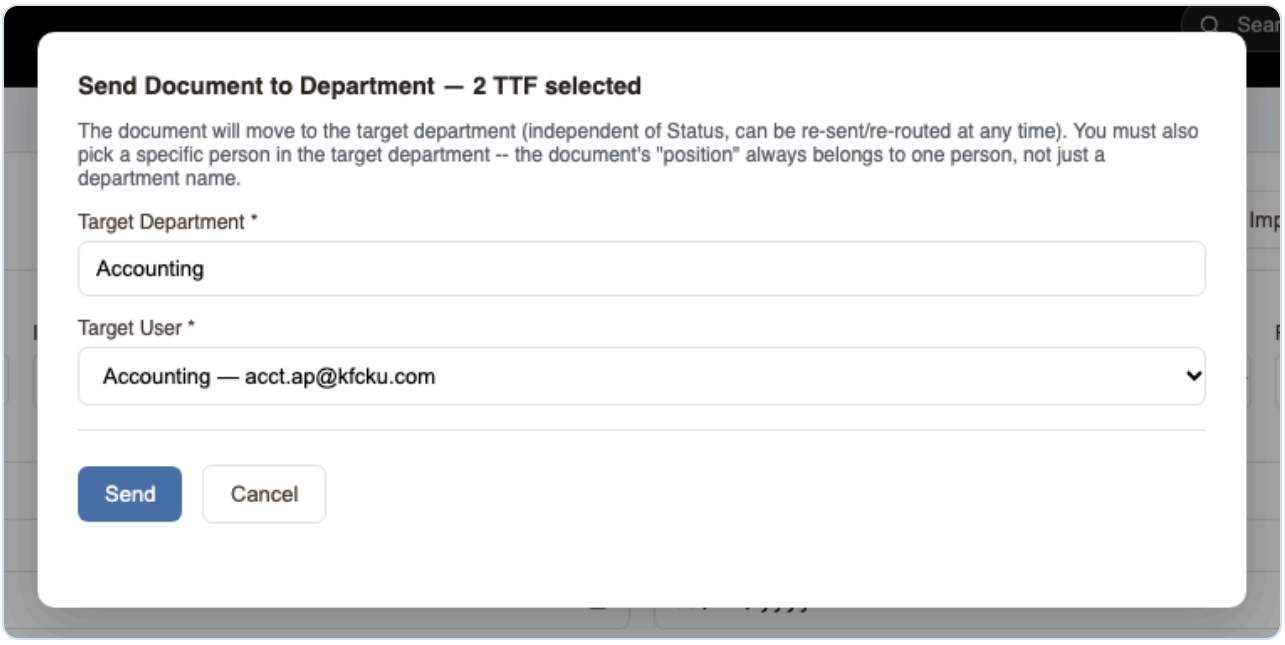
3. Status

Status	Meaning	How it is set
Draft	Not submitted yet	Save as Draft, or a vendor portal upload. **Submit** moves it to New.
New	Issued, not yet billed in NetSuite	Issue TTF / Submit / Import
Billed	Every line has a NetSuite Vendor Bill No	Automatic at creation, or the Status field in Edit TTF
Sent	Released (released date stamped the first time)	Status field in Edit TTF
Canceled	Void and locked	**Cancel TTF** button; **Uncancel** (Administrator by default) restores the previous status

A submitted TTF cannot go back to Draft. A Draft cannot be canceled (it was never submitted).

4. Send to a department

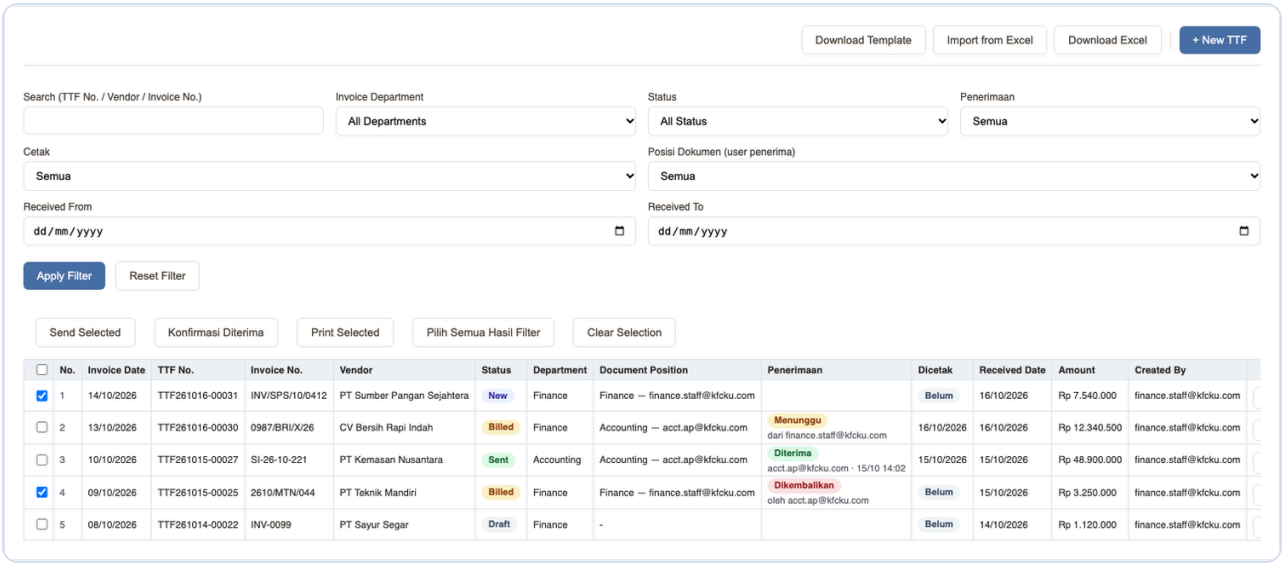
1. Click **Send** on a TTF (list row or Edit TTF), or tick several and click **Send Selected**.
2. Choose the **Target Department** and the **Target User** (a specific person must be chosen), then **Send**. Sending to another department than your own needs the permission "send to other department".
3. The receiver clicks **Konfirmasi Diterima** (Edit TTF, the **Terima** button in the list, or in bulk). After that the sender can no longer change it. Until then the receiver cannot edit or re-send it.
4. If something is wrong, the receiver clicks **Kembalikan ke Pengirim** with a reason; the TTF goes back to the sender.



Send Document to Department: two TTFs sent to one person in Accounting (sample data)

Sending, receiving and returning do **not** send emails and do **not** change the status. Every step is recorded in **History**.

5. Follow up



TTF - List: Document Position, Penerimaan (Menunggu / Diterima / Dikembalikan) and Dicetak (sample data)

- **TTF - List**: **Document Position** (who holds it), **Penerimaan** (Menunggu / Diterima / Dikembalikan) and **Dicetak** (last print date, or Belum). Filters: **Penerimaan = Menunggu konfirmasi saya** for TTFs waiting for you, **Posisi Dokumen = Di saya** for TTFs you hold, **Cetak = Belum dicetak**. **Pilih Semua Hasil Filter** ticks every TTF in the filter result, not only this page.
- **TTF - List by Invoice**: one row per invoice line, searchable by invoice, tax, receipt, PR, PO or vendor bill number.
- **TTF - Payment Recap**: reads the NetSuite vendor bill for each line: Lewat jatuh tempo, Belum Dibayar, Dibayar Sebagian, Lunas, Belum ada Vendor Bill, Bill tidak ditemukan, Bill dibatalkan. Payment columns fill once the payment is recorded in NetSuite.
- **Print**: **Print TTF** (one) or **Print Selected** (several in one print); each print updates Dicetak. **Download Excel** on every list exports the filter result.
- Users see the TTFs they created or that were sent to their department; "view all" shows every department.

6. Common messages

Message	What to do
No Invoice "…" sudah pernah dientry untuk vendor "…" (TTF …)	The invoice already exists for this vendor. Open that TTF; cancel it first only if it really must be entered again.
No Faktur maksimal 17 digit angka	Tax No. can have at most 17 digits (dots and dashes are ignored).
Data belum lengkap: …	Fill the listed required fields.
Status Billed needs a Vendor Bill No on every line	Fill Vendor Bill No (or use Cek NetSuite) on all lines, or keep the status New.
Anda tidak punya izin mengirim dokumen ke department lain	Send within your own department, or ask the admin for the permission.
Hanya penerima (…) yang bisa konfirmasi	Only the Target User can confirm or return it.
TTF ini sudah dibatalkan (Canceled) dan terkunci	Ask an Administrator to **Uncancel** it if it was canceled by mistake.

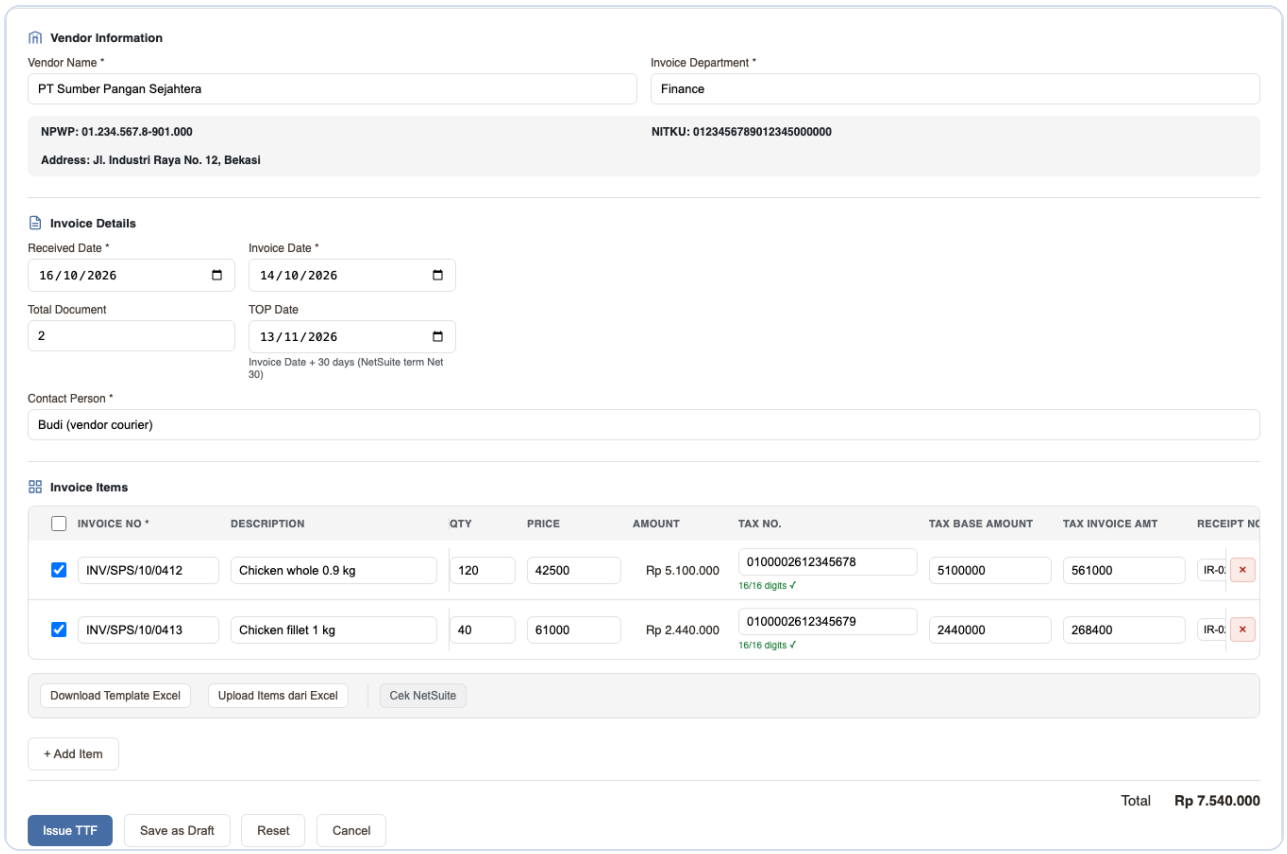
Emails are sent only for vendor portal uploads: a notification to the invoice recipient (or the fallback address in System Settings) and a confirmation to the vendor.

TTF & pengiriman ke departemen

TTF (Tanda Terima Faktur) mencatat invoice vendor yang diterima. TTF punya **status** (sampai mana di proses invoice) dan **posisi dokumen** (departemen dan orang yang memegangnya). Keduanya terpisah: mengirim TTF ke departemen tidak mengubah statusnya.

1. Membuat TTF (TTF - New)

1. **Vendor Name**: pilih vendor; NPWP, NITKU, dan alamat diambil dari Vendor Master (perbaiki di sana bila salah). Pilih **Invoice Department**.
2. **Received Date** (bawaan hari ini), **Invoice Date**, **Total Document** (jumlah dokumen fisik), dan **Contact Person** (yang mengantar). **TOP Date** terisi sendiri dari term pembayaran vendor di NetSuite; boleh diubah (tanggal yang dikoreksi bertanda ✎ di daftar).
3. **Invoice Items**: satu baris per invoice dengan **Invoice No** (wajib), Description, Qty, Price, Tax No. (maksimal 17 digit, penghitung tampil di bawah kotak), Tax Base Amount, Tax Invoice Amt, Receipt No, PR No, PO No, Vendor Bill No, dan Kwitansi. Untuk banyak baris pakai **Download Template Excel** lalu **Upload Items dari Excel**; baris ditambahkan ke tabel sehingga masih bisa dicek.
4. **Cek NetSuite**: centang baris yang punya Receipt No lalu klik; Finata mencari Item Receipt di NetSuite dan mengisi PO No, PR No, dan Vendor Bill No. Hasilnya tampil per baris di kolom Status.
5. Klik **Issue TTF** (status New, atau Billed bila semua baris punya Vendor Bill No) atau **Save as Draft**. Setelah terbit bisa **Print TTF** atau **+ New TTF**.



TTF - New: vendor, detail invoice, dan dua baris invoice (data contoh)

2. Cara lain TTF dibuat

- **Import from Excel** (TTF - List): klik **Download Template**. Sheet **Header** satu baris per TTF: TTF Ref, Vendor Name, Invoice Department, Received Date, Invoice Date (YYYY-MM-DD), Total Document, Submitted By Name. Sheet **Items** berisi baris invoice: TTF Ref, Invoice No, Description, Qty, Price, Item Receipt No, PR No, PO No, Vendor Bill No, Kwitansi, No Faktur, Nilai Faktur, Tax Invoice Amt. **TTF Ref** (label bebas, mis. TTF-1) menghubungkan dua sheet. Tiap TTF dicek seperti input manual; hasilnya menyebut TTF Ref mana yang gagal dan kenapa. Hapus baris yang sudah berhasil sebelum mengupload ulang.
- **Portal vendor**: vendor mengupload invoice dan Finata membuat TTF **Draft** untuk antrian kasir. Buka, lengkapi, lalu klik **Submit** (status New).

3. Status

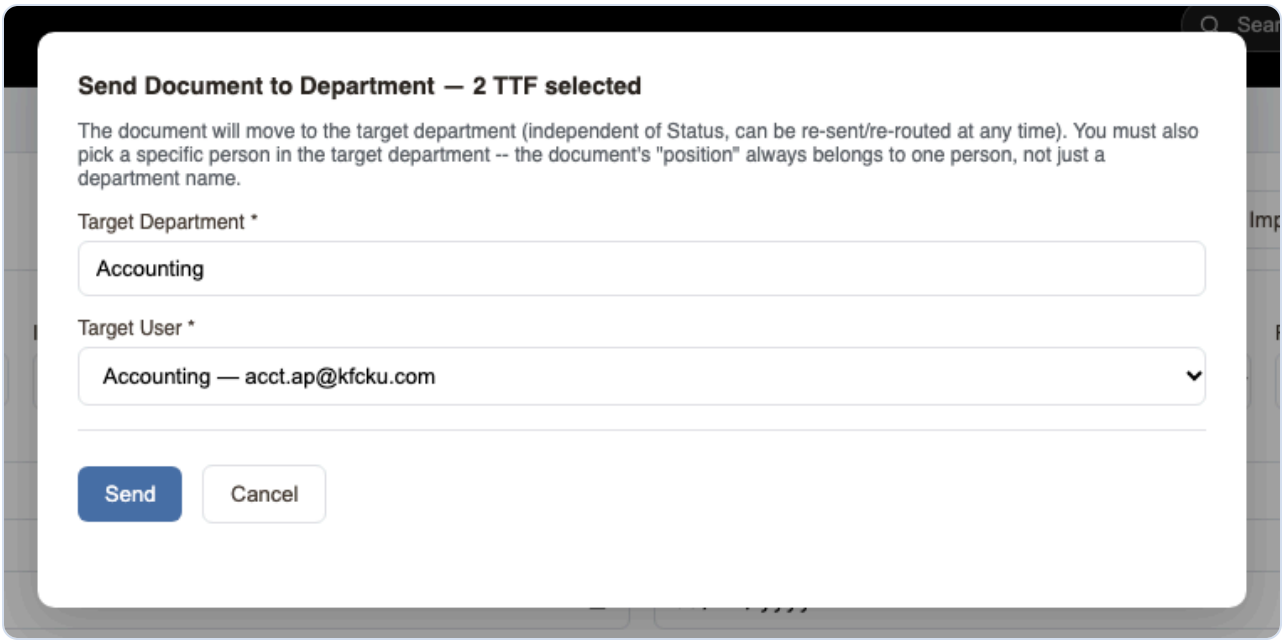
Status	Arti	Cara diisi
Draft	Belum disubmit	Save as Draft, atau upload portal vendor. **Submit** menjadikannya New.
New	Sudah terbit, belum di-bill di NetSuite	Issue TTF / Submit / Import
Billed	Semua baris punya Vendor Bill No NetSuite	Otomatis saat dibuat, atau kolom Status di Edit TTF
Sent	Sudah dirilis (tanggal rilis tercatat pertama kali)	Kolom Status di Edit TTF

Status	Arti	Cara diisi
Canceled	Batal dan terkunci	Tombol **Cancel TTF**; **Uncancel** (bawaan hanya Administrator) mengembalikan status sebelumnya

TTF yang sudah disubmit tidak bisa kembali ke Draft. Draft tidak bisa di-Cancel (belum pernah disubmit).

4. Kirim ke departemen

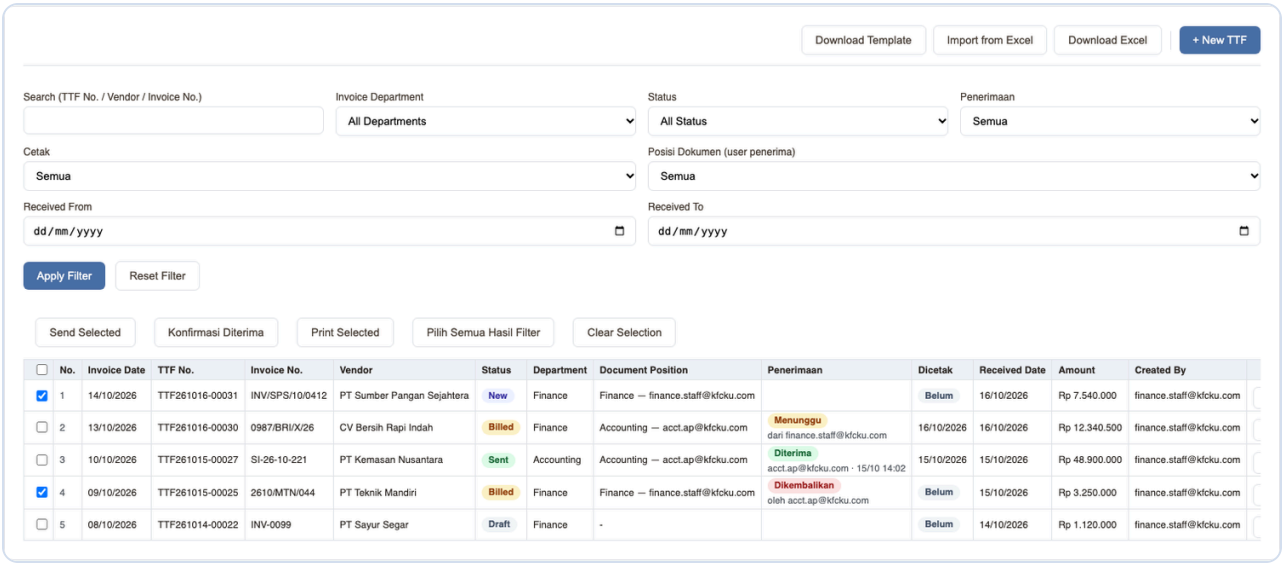
1. Klik **Send** pada TTF (baris daftar atau Edit TTF), atau centang beberapa lalu klik **Send Selected**.
2. Pilih **Target Department** dan **Target User** (harus orang tertentu), lalu **Send**. Mengirim ke departemen lain selain departemen sendiri butuh izin "kirim ke department lain".
3. Penerima klik **Konfirmasi Diterima** (Edit TTF, tombol **Terima** di daftar, atau sekaligus). Setelah itu pengirim tidak bisa mengubahnya lagi. Sebelum dikonfirmasi, penerima tidak bisa mengubah atau mengirim ulang.
4. Bila ada yang salah, penerima klik **Kembalikan ke Pengirim** dengan alasan; TTF kembali ke pengirim.



Send Document to Department: dua TTF dikirim ke satu orang di Accounting (data contoh)

Mengirim, menerima, dan mengembalikan **tidak** mengirim email dan **tidak** mengubah status. Setiap langkah tercatat di **History**.

5. Pantau



TTF - List: Document Position, Penerimaan (Menunggu / Diterima / Dikembalikan), dan Dicetak (data contoh)

- **TTF - List**: **Document Position** (siapa yang memegang), **Penerimaan** (Menunggu / Diterima / Dikembalikan), dan **Dicetak** (tanggal cetak terakhir, atau Belum). Filter: **Penerimaan = Menunggu konfirmasi saya** untuk TTF yang menunggu Anda, **Posisi Dokumen = Di saya** untuk TTF yang Anda pegang, **Cetak = Belum dicetak**. **Pilih Semua Hasil Filter** mencentang semua TTF hasil filter, bukan hanya halaman ini.
- **TTF - List by Invoice**: satu baris per baris invoice, bisa dicari dengan nomor invoice, faktur pajak, receipt, PR, PO, atau vendor bill.
- **TTF - Payment Recap**: membaca vendor bill NetSuite tiap baris: Lewat jatuh tempo, Belum Dibayar, Dibayar Sebagian, Lunas, Belum ada Vendor Bill, Bill tidak ditemukan, Bill dibatalkan. Kolom pembayaran terisi setelah pembayaran dicatat di NetSuite.
- **Cetak**: **Print TTF** (satu) atau **Print Selected** (beberapa sekaligus); setiap cetak memperbarui Dicetak. **Download Excel** di tiap daftar mengekspor hasil filter.
- Pengguna melihat TTF yang dibuatnya atau yang dikirim ke departemennya; izin "view all" menampilkan semua departemen.

6. Pesan yang sering muncul

Pesan	Yang perlu dilakukan
No Invoice "…" sudah pernah dientry untuk vendor "…" (TTF …)	Invoice sudah ada untuk vendor ini. Buka TTF tersebut; batalkan dulu hanya bila memang harus dientry ulang.
No Faktur maksimal 17 digit angka	Tax No. maksimal 17 digit (titik dan strip diabaikan).
Data belum lengkap: …	Isi field wajib yang disebutkan.
Status Billed butuh Vendor Bill No di semua baris	Isi Vendor Bill No (atau pakai Cek NetSuite) di semua baris, atau biarkan status New.
Anda tidak punya izin mengirim dokumen ke department lain	Kirim di dalam departemen sendiri, atau minta izinnya ke admin.
Hanya penerima (…) yang bisa konfirmasi	Hanya Target User yang bisa mengonfirmasi atau mengembalikan.
TTF ini sudah dibatalkan (Canceled) dan terkunci	Minta Administrator melakukan **Uncancel** bila terlanjur dibatalkan.

Email hanya dikirim untuk upload portal vendor: notifikasi ke penerima invoice (atau alamat cadangan di System Settings) dan konfirmasi ke vendor.